How to Print COR

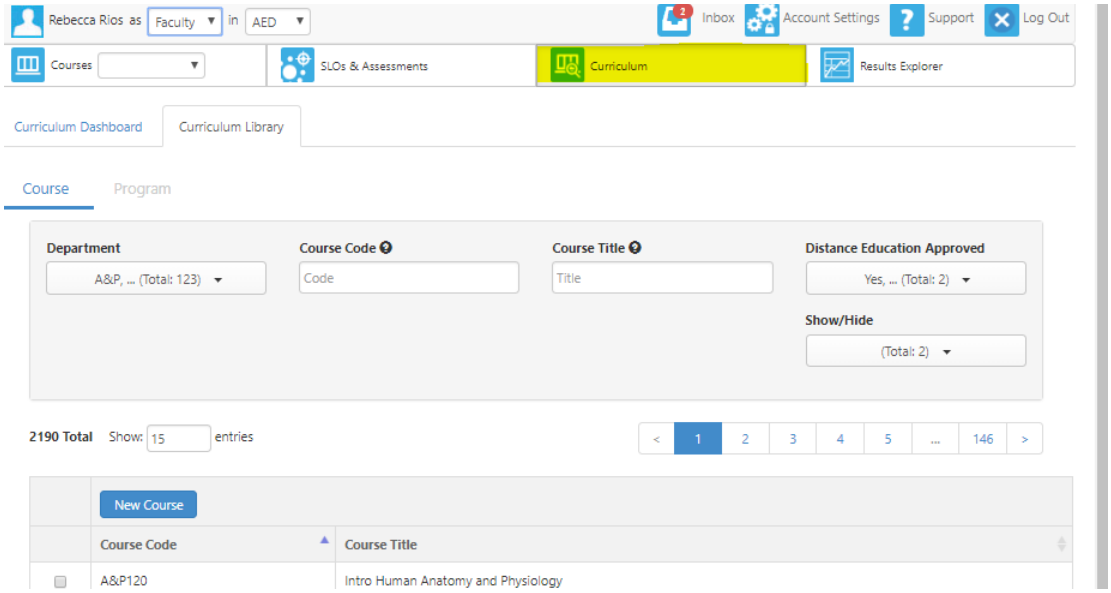
There are two areas that a COR can be printed

- Curriculum Library
  - This is where all courses are stored
- Curriculum Dashboard
  - This is where all courses are in workflow

Print COR from Curriculum Library

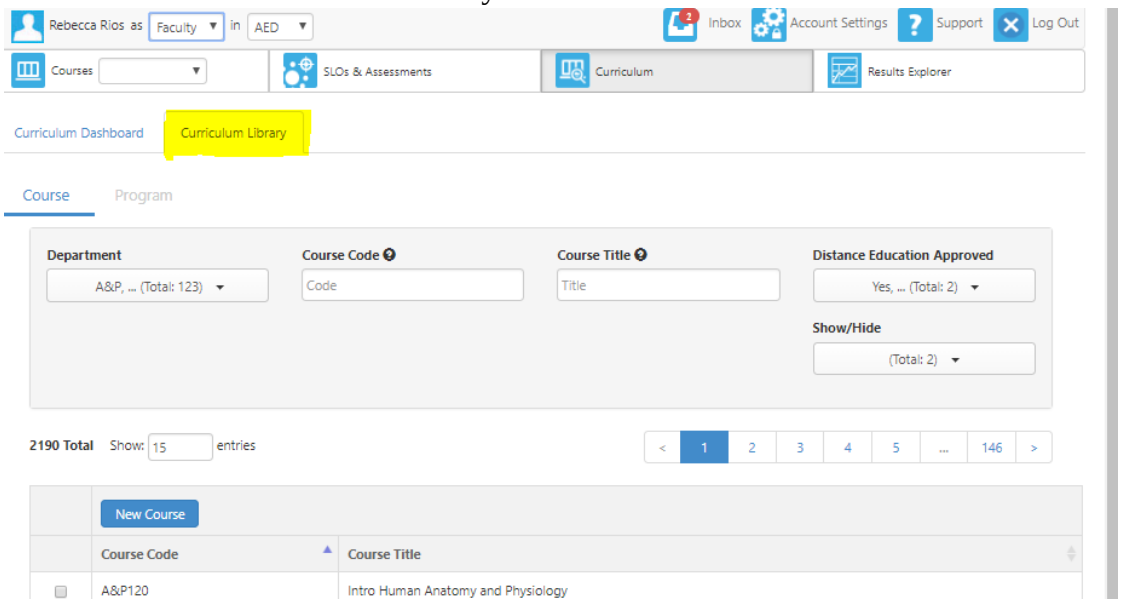
Step 1:

- Click on the “Curriculum Tab”



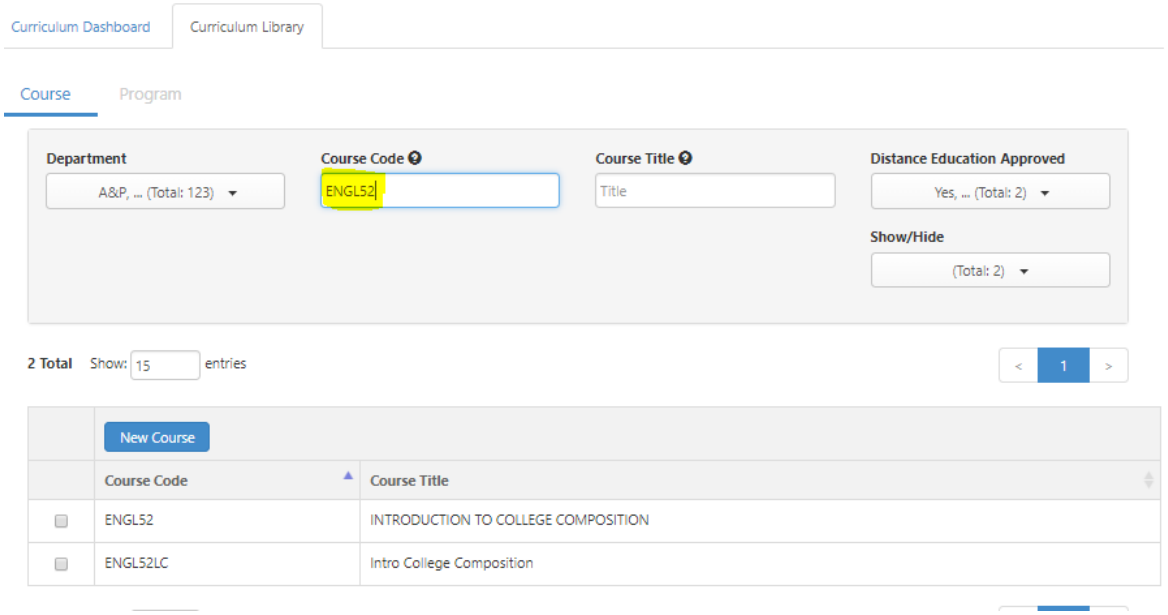
Step 2:

- Click on click on “Curriculum Library”



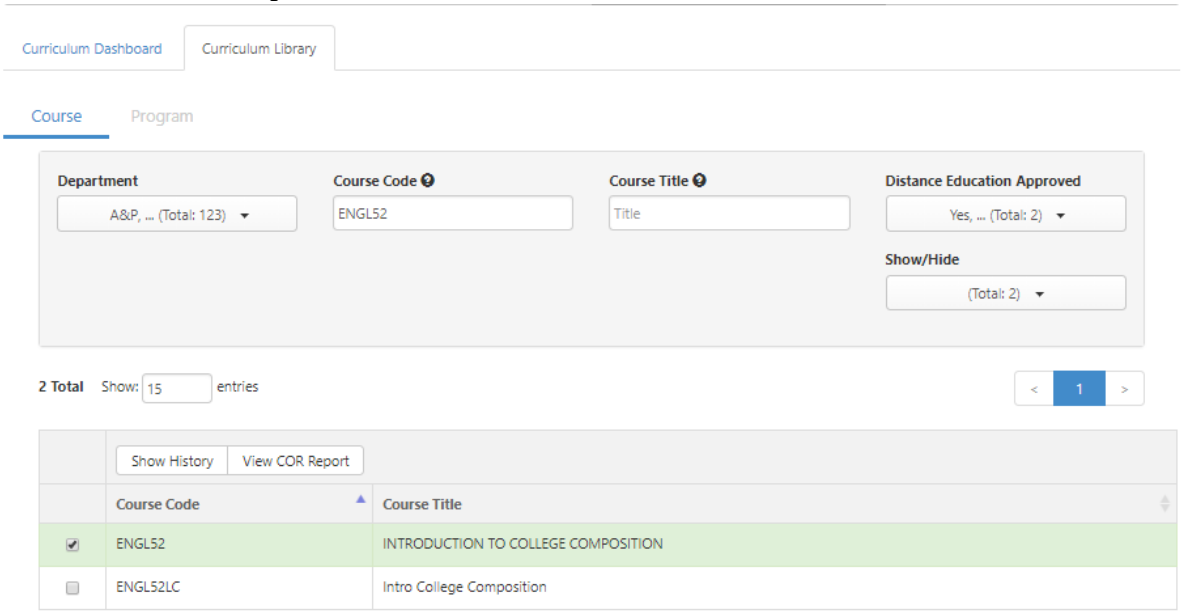
Step 3:

- Search for course in the “Course Code” box and hit enter
    - Do not space (ex. ENGL52)



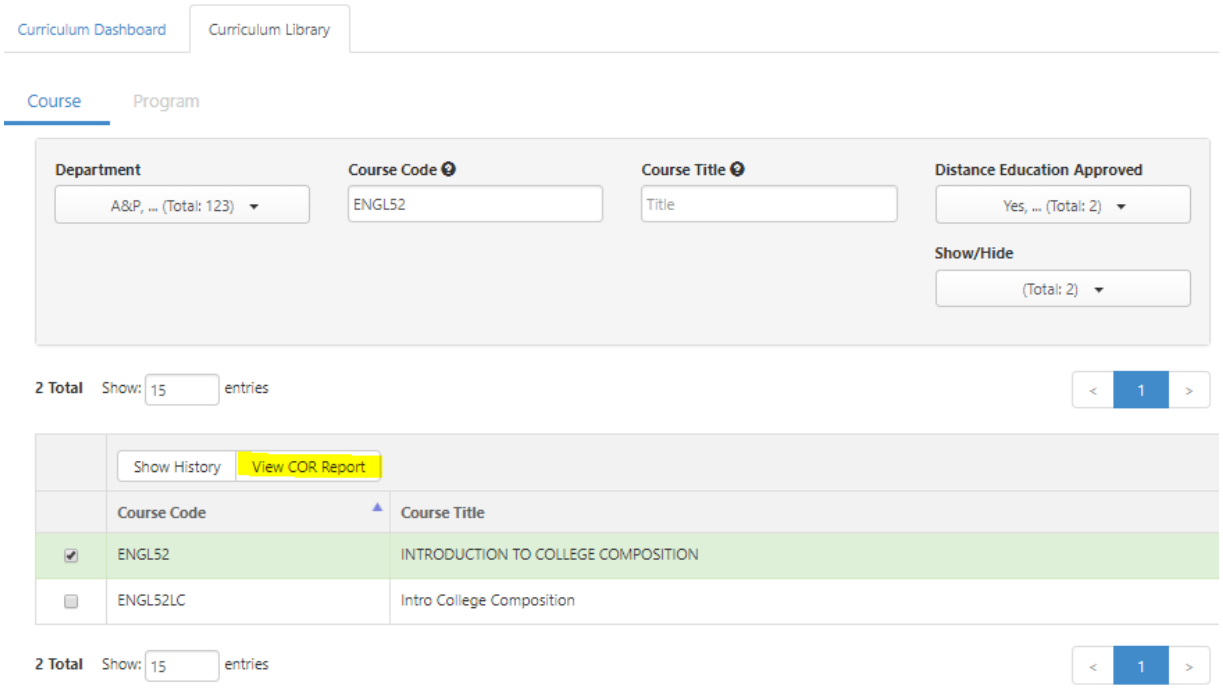
Step 4:

- Check the course you would like to print
    - For this example, we will select ENGL52



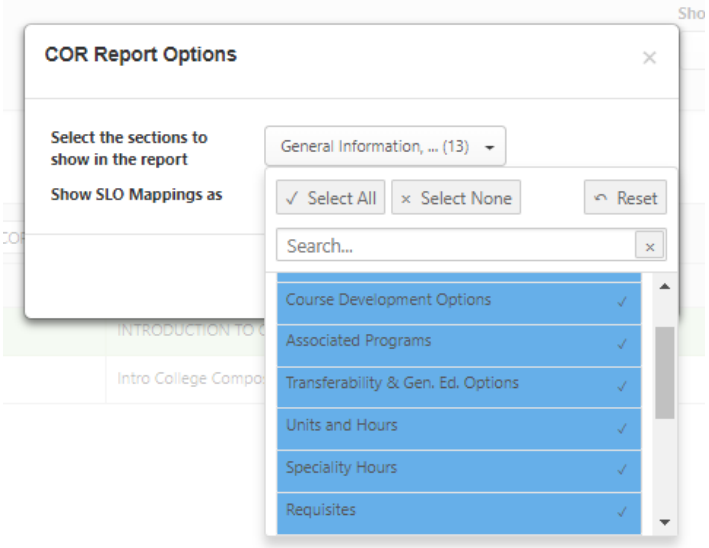
Step 5:

- Click on “View COR Report”



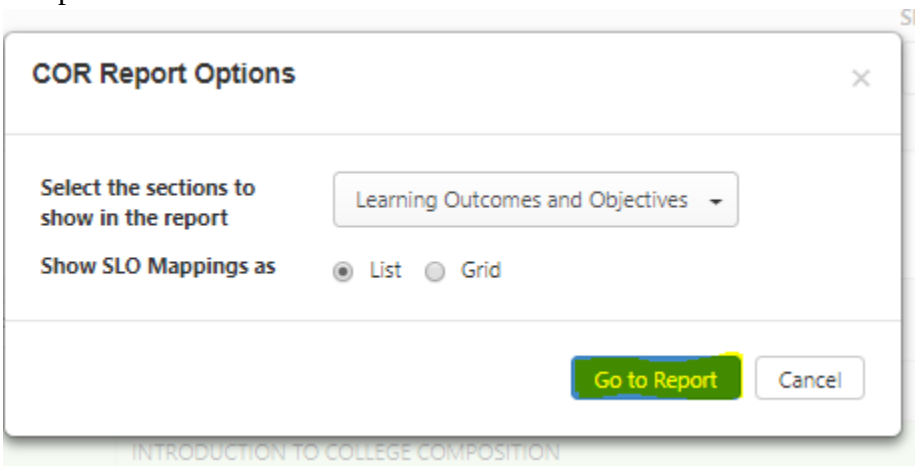
Step 6:

- The “COR Report Options” will appear. In this section, you will be able to filter your print out
  - Area’s filtered for Chancellor’s Office Submission are:
    - General Information
    - Units and Hours
    - Requisites
    - Learning Outcomes and objectives
    - Outline



Step 7:

- Click on “Go to Report”



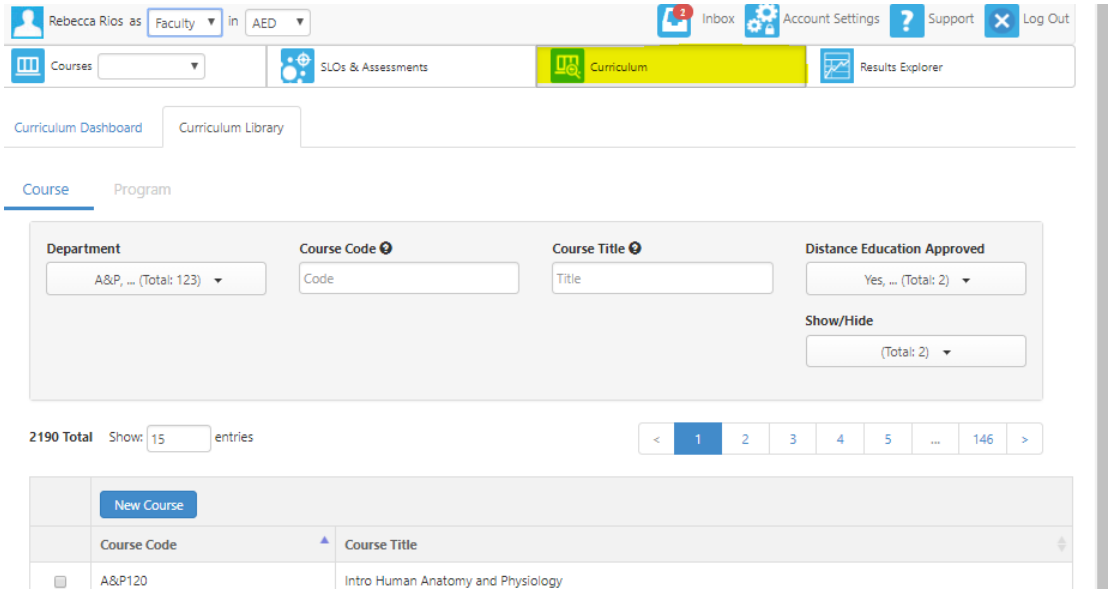
Step 8:

- The COR will generate where you can now print it out

Print COR from Curriculum Dashboard

Step 1:

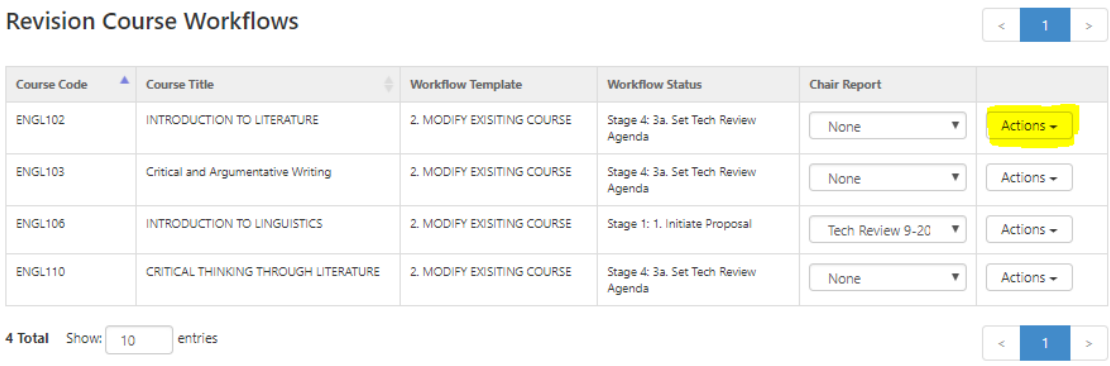
- Click on the “Curriculum Tab”



Step 2:

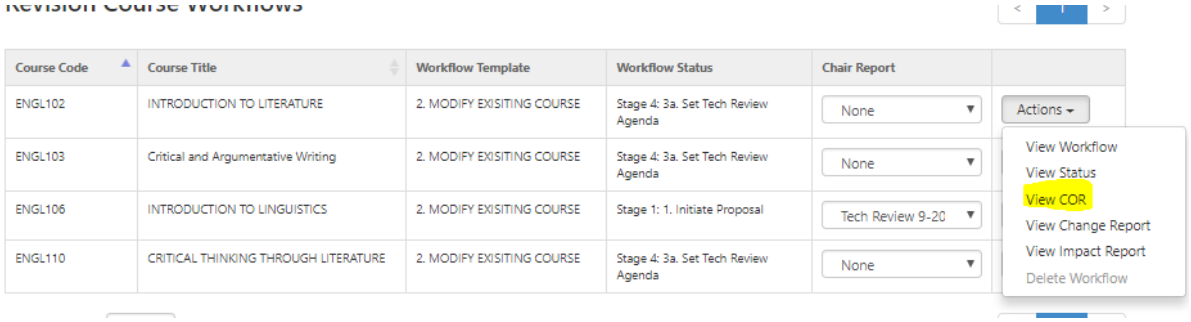
- Click on the “Curriculum Dashboard”

- The dashboard is separated by three sections
  - Revision Course Workflows
    - Courses currently being revised
  - Proposal Course Workflows
    - New courses being created
  - Deactivation Workflows
    - Courses that will be removed from eLumen, the catalog, and Chancellor’s office inventory
- Select the course you want to print
  - In this example we will select ENGL 102
- Click on “Actions”



Step 3:

- Click on “View COR”



Step 4:

- The “COR Report Options” will appear. In this section, you will be able to filter your print out
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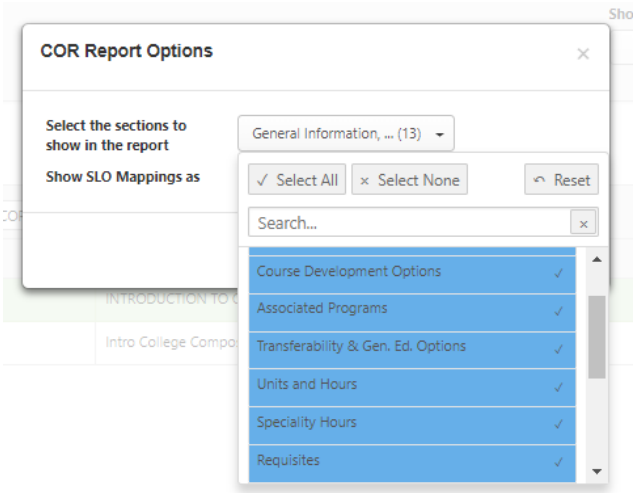
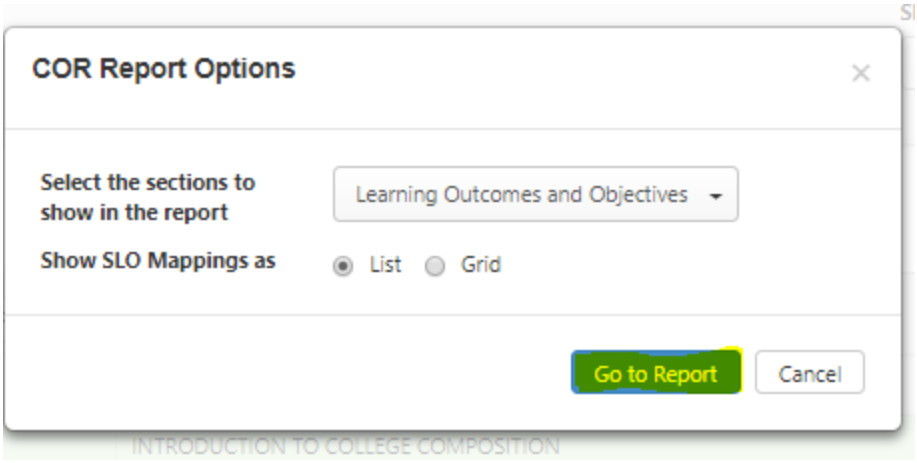


Step 5

- Click on “Go to Report”



Step 6:

- The COR will generate where you can now print it out